

***FOCUS!* Manager's Manual**

Introduction to *FOCUS!* on Food Safety

FOCUS! is a simple year-long training program designed by school food & nutrition supervisors and area managers in Maryland. It is intended to support basic food safety skills and behaviors in your kitchen by focusing on seven best practices. By concentrating on food safety for ten minutes each week, you will help to assure your staff handles food safely at all times.

***FOCUS!* will:**

Remind your team of the importance of handling food in a consistently safe manner.

Reinforce the importance of the many different procedures that must be followed to keep food safe.

Recognize your success in providing safe food in your school nutrition program.

Your Role

Your role is to facilitate a ten-minute ***FOCUS!*** session with your staff each week on specific food safety **TIPS*** related to one of seven **best practices****.

It will take about eight months to complete this program. The first month will be devoted to orientation. The next seven months will be spent focusing on the seven **best practices**. At the end of each month, the focus will change to the next best practice. The manager's leader's guide provides a script to stimulate discussion on how best implement the TIPS in your program.

To summarize your role is to:

1. Plan a time, (see focus calendar), for your team to gather and review the ***FOCUS!* on food safety**.
2. Distribute the pledge cards and holders and have each person make the pledge and sign their card.
3. Conduct a ten-minute ***FOCUS!*** session each week.
4. Document and save your ***FOCUS!*** comments and ideas.
5. Motivate your team to be ***FOCUSED!* on Food Safety** this year!

***TIPS:** To Insure Proper Safety (of food)

****best practice:** A method or process that insures food safety excellence.

Ten Tips to be Successful!

1. Take time to familiarize yourself with the best practices and tip sheets for each month.
2. Select the same time every week for your focus session.
3. Keep it serious. Help them realize that this is about life and death and not just an "activity".
4. Get the team excited about pushing themselves to achieve excellence in food safety!
5. Create some competition to involve the team and increase the learning.
6. Have fun! Create fun and interesting activities to bring the information alive.
7. Make it real. Have your team think of how they can use the TIPS in your operation.
8. Keep it accurate. If you are unsure about some information contact your supervisor.
9. Involve others. Invite a nurse or teacher to talk with you about a specific best practice.
10. Reward participation. Provide little incentives make learning fun and memorable.

Manager Manual *TEAR OFF AND SAVE*

***FOCUS!* Manager's Manual**

Your *FOCUS!* Toolkit!

Manager's *FOCUS!* Leader's Guide

Your clipboard contains a pad of paper describing how to conduct ***FOCUS!*** sessions with you staff. Each page contains the ***FOCUS!*** discussion for one week. Use these sheets to conduct the sessions, make notes, and comments on the sessions. The Guide tells you to:

TELL your staff some specific information about the week's topic.

DISCUSS with your staff how the topic impacts their job. You can read this information right off the page! Several topics ask you to be sure you use your school system's or health department's specific procedures or requirements. Please be aware of them!

ASK your staff a question and discuss some ways this information can be used in your kitchens.

Expect answers such as. Provides you with sample answers to the question you just asked. Be sure to read any of the answers listed that they did not state.

At the end of each session you are asked to come up with some ideas or solutions to a question like "How can we keep our thermometers calibrated in our operation? This is an opportunity for your team to use the information they just discussed. It is critical that you write down the teams' best idea(s)

Your supervisor may collect or ask to see these sheets periodically. Please keep them in a folder.

***FOCUS!* Pledge Poster and Button**

Distribute a ***FOCUS!*** button to each team member when they make the pledge. Have each person sign the poster and wear the button at all times. Your supervisor may expect to see your team wearing their button when they visit. **NOTE:** the pledge may be done at a system-wide meeting see your supervisor for details.

***FOCUS!* Poster (set of 10)**

At the beginning of each month you should display the appropriate ***FOCUS!*** poster in a visible location for your team to see at the start of each day. The poster will remind them of the ***FOCUS!*** for the month. Involve the whole team in this ceremony. When the ***FOCUS!*** of the month is completed, replace it with the next month's poster. Each poster has the month it should be displayed listed at the bottom. In May display the final poster in the packet.

***FOCUS!* Freebees**

A limited number of motivational give-a-way for your staff may be available from your supervisor.

FOCUS! Manager's Manual

FOCUS! Training Calendar

September: → Introduction	October: → Hand Washing
Week 1: Gather materials/ Intro FOCUS! program	Week 1: Why we wash our hands
Week 2: Importance of food safety	Week 2: When do we wash our
Week 3: Causes of Food Borne Illness	Week 3: Proper hand washing technique
Week 4: Take the FOCUS! Pledge!	Week 4: Tools for Hand washing
November: → Bare Hand Touching	December: → Temperatures
Week 1: Use gloves correctly	Week 1: Check it in
Week 2: Use proper utensils	Week 2: Keep it cold/hot storage
Week 3: Keep self serve foods safe	Week 3: Cook/Serve safe food
Week 4: Transport/receive off site foods	Week 4: Use thermometers correctly
January → Separate	February → Clean & Sanitize
Week 1: Separate Foods During Storage	Week 1: Clean Frequently
Week 2: Separate Foods During Prep & Service	Week 2: Sanitize Often
Week 3: Separate Cleaning/Sanitizing Towels	Week 3: Use Correct Sanitizing Solutions
Week 4: Separate Chemicals From Foods	Week 4: Maintain a Cleaning Schedule
March → Organization Focus	April → Monitor
Week 1: Observe Good Personal Hygiene	Week 1: Self Inspect your Operation
Week 2: Avoid Cross Contamination In The Facility	Week 2: Conduct a Self inspection
Week 3: Batch Cook for Safety	Week 3: Work with the Local Health Department
Week 4: Work as a School Team	Week 4: Plan for Food Safety
May → Recap Month	
Week 1: Why We Wash our Deadly Hands	
Week 2: Cook and Serve at Safe Temperatures	
Week 3: Sanitize Often	
Week 4: Work as a School Team	

Manager Manual *TEAR OFF AND SAVE*

FOCUS! Manager's Manual

Some Hints for Teaching Adults

It is important for those providing training for adults to understand how adults learn. in order to assure that the training is successful. It is no secret that trained and skilled employees are our most valuable resource. Well-trained employees do a better job, develop self esteem, and become workers more fully committed to the school nutrition program and its goal of healthier school meals for customers. Below are some hints on what adult learners expect.

What Adult Learners Want to Know

- **Adults want to know WHY they are learning something. Adults usually work hard at a job. They want to know: What is in this for me?**

How do we do this?

- 1. Explain why the information they are learning is important.**
 - 2. Make sure employees know what they are gaining from the session.**
 - 3. Tell them what it will do for them and your school nutrition program.**
 - 4. Show them how the information will make their jobs easier, quicker, more interesting.**
- **Adults want to take an ACTIVE part in learning.**
 - 1. Actually trying an activity generally makes it easier to understand—easier to grasp the total picture.**
 - 2. Adults learn better and faster having worked through an activity.**
 - 3. Being involved has several benefits:**
 - It makes learning more meaningful;**
 - It supports what you're learning; and**
 - It is more fun.**

As a trainer, you can help involve your employees in learning situations if you:

- 1. Let them discover things on their own.**
- 2. Ask questions.**
- 3. Involve them in activities (games, etc.).**

As adults we want to learn things we can USE in our work. Knowing how we can use our knowledge helps us to zero in on why it's important. What can you do to make sure your employees know that what they are learning is going to be useful to them?

- 1. Use real-life examples and stories related to work.**
- 2. Relate what is being taught to how it can be used on the job.**
- 3. Ask employees how they might use this information in their work.**

FOCUS! Weekly Session Guide

This Month Importance of Food Safety

WEEK # 1 **FOCUS!** TIPS*: Introduction to FOCUS

Manager instructions:

THIS CAN BE COMBINED WITH THE SECOND WEEK FOCUS SESSION

Use this week to familiarize yourself with the FOCUS program.

Review

The pledge they will take and the weekly TIPS.

Determine

How you will explain the program and motivate your staff to be involved in **FOCUS!** on food safety.

If your school system will take the pledge together use this meeting time to get the team excited about focusing on food safety. Be sure to mention any potential FOCUS Freebees or rewards your school system will be offering.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting. As a team, hang the new **FOCUS!** poster.

Ask

Them to start thinking about food safety and how it applies in their home and personal life.

Ask

Each person to bring in, (or just think of), an object that they think of when they think of food safety. It could be a sponge or brush from home or a bottle of bleach.

Have

Them bring it in by next week's focus meeting.

Tell

Them when the meeting will be held each week.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

September Week # 1: Introduction to Food Safety

FOCUS! Weekly Session Guide

This Month Importance of Food Safety

WEEK # 2 **FOCUS!** TIPS*: Importance of Food Safety

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Review

The items they brought in that mean food safety to them. Have each person explain why they chose the item.

Explain

- That the young and elderly are more likely to become severely ill from eating contaminated foods.
- That our job is to create barriers between the potentially harmful organisms (bad bacteria etc.) that can be in food and the customers.

Discuss

How the items they chose help create barriers.

Explain

This year we will look at a variety of tools or practices that we can use to minimize the potential for food borne illness. These best practices are critical for the success of our school foodservice operations. You will find that we are currently doing many of these practices. These weekly discussions will help all of us keep food safety as a top priority. They will serve to remind and reinforce our safe food handling practices.

Explain the whole **FOCUS!** Program

- Each month will focus on a **best practice** listed on the pledge poster (a total of 8).
- Each week we will discuss **TIPS**, To Insure Proper Safety (of food) for the best practice.
- At the beginning of every month we will change the next best practice of **FOCUS!**
- They will all take a pledge in the beginning of the school year and wear their pledge cards every day.

Explain

That each year over 325,000 people are hospitalized for food born illness and over 5, 000 die.

Ask

Them if they have ever gotten the stomach “flu” with an upset stomach or vomiting and diarrhea. It was most likely caused by an illness transferred by food (a food borne illness). Since we serve food mostly to young children, we need to be especially careful to not spread, or cause harmful microorganisms to grow in our food.

Ask

Them if they remember the stuffed hams in southern Maryland or other local food illnesses in Maryland?

Discuss

How these illnesses have three things in common, food, an invisible disease-causing microorganism, and improper handling of the food by the individuals who prepared and served the meal.

Remind

Them that while we all know that safe food handling is important we need to **FOCUS!** on at all times.

This program will help keep food safety as a number one priority for us this year!

For Next Week

Ask them to bring in an article about a food borne illness in the recent news.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

September Week # 2: Importance of Food Safety

FOCUS! Weekly Session Guide

This Month Importance of Food Safety

WEEK # 3 **FOCUS!** TIPS*: Causes of Food Borne Illness

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Review

Illness can be spread on food or grow in food. Foods that easily support the growth of disease causing microorganisms are called potentially hazardous food, PHF. PHF is usually high in protein or carbohydrates, has moisture, and is not too acid.

Ask

Name some foods that are potentially hazardous in our kitchen.

Expect

Answers like, pizza, sliced meats, cheeses, milk, chicken nuggets, soups, gravies, etc.

Tell them

- Most harmful bacteria grow best at temperatures between 41-140° F
- This is called the temperature danger zone, TDZ.
- They especially love 98.6° F, which is our normal body temperature.
- Most bacteria double in number every 15-20 minutes in the TDZ.
- If you start off with 10,000 bacteria you can have millions in just a few hours.

Ask

When are our foods in the temperature danger zone?

Discuss

How we can keep our foods out of this danger zone?

Expect answers such as

Keep the food in refrigerator or warmer as long as possible.

Ask

The group to identify one thing they can do as a group to keep food out of the temperature danger zone in the operation.

Write down their solutions in this space.

Discuss

The article they brought from the newspaper about a food borne illness.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

September Week # 3: Causes of Food Borne Illness

FOCUS! Weekly Session Guide

This Month Importance of Food Safety

WEEK # 4 **FOCUS!** TIPS*: Take the FOCUS! Pledge

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Review

The pledge you talked about at the beginning of the month.

Distribute

The pledge buttons.

Tell them

Today we want to take a pledge as a team.

We want to pledge to “serve and protect” our customer by providing safe food all the time.

Ask

- Someone to read the pledge poster out loud.
- Lead the team in reciting each line of the pledge together.
- Have everyone sign the pledge poster, post it in the kitchen
- Have them all put the FOCUS button on their uniform.

Ask

Them to wear the button every day and be able to recite the **FOCUS!** for the month.

Ask

Each of your team how they are going to contribute to make this program successful?

Ask

If they are excited about the project and why.

Tell

Them how food safety is a critical issue for you personally and you look forward to having each of them contribute tips and best practices to make the **FOCUS!** program a success.

Ask

The group to identify one thing they can do as a group to make this program successful for the year.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

September Week # 4: Take the FOCUS! Pledge

FOCUS! Weekly Session Guide

This Month Frequent Hand Washing

WEEK # 1 **FOCUS!** TIPS*: Why we Wash our Deadly Hands

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting. As a team, hang the new **FOCUS!** poster.

Tell them

- Bacteria are everywhere, especially on our hands.
- The normal healthy person carries harmful bacteria under their nails, in cuts, in skin crevices in cuts, and in scrapes on their hands.

Discuss

If anyone has a cut, scar, or scab on their hands. Compare cuts and war stories about cuts in food service jobs. Have the group estimate how many different things they touch during the day. Have a few guess. Then have someone count as you read off a list of things you touched today.

Tell them

- Hands of people who do not appear ill can easily transmit disease like Hepatitis A and Staph.
- The Center for Disease Control and Prevention, CDC, states that the number one way to reduce the incidence of food borne illnesses is to properly wash hands.
- Even if you are healthy, you may have bacteria on your hands that can cause your customers to become ill.
- Proper hand washing is the single most effective means to control food borne illness.

Ask

How can bacteria be spread from your hands to food?

Expect answers such as

When we touch food bacteria is transferred from our hands to the food.

Ask

How can we keep our hands from becoming contaminated in the first place?

Expect answers such as

- | | | |
|------------------------------------|-------------------------|-------------------------------|
| • keep our hands clean & smooth | Cover cuts so they heal | Use utensils with messy foods |
| • Wear gloves when using chemicals | Trim and smooth nails | Use nailbrushes regularly |

Discuss

Any other ideas they may have to keep our hands from becoming contaminated in our kitchen?

Write their solutions in this space.

For Next Week

Ask the team to watch for examples of good/poor hand washing at places they go to eat and shop.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

October Week #1: Why we Wash our Deadly Hands

FOCUS! Weekly Session Guide

This Month Frequent Hand Washing

WEEK # 2 **FOCUS!** TIPS*: When do We Wash our Hands

Manager instructions:

Ask:

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Review

The importance of proper hand washing in our jobs.

Ask

When should we wash our hands.

Expect responses like

- After using the restroom. Before starting our shift. After changing job tasks.
- Before working with food, clean equipment, or utensils.
- Before working with single service items like disposable plates or utensils.
- After touching any part of our body or a dirty surface.
- Before wearing or changing gloves Anytime we contaminate our hands.

Discuss

The places they observed for signs of good and poor examples of proper hand washing.

Ask

What keeps us from washing our hands frequently?

Expect answers like

- Not enough time, forgetfulness, the location of hand sink, clean towels or soap.

Ask

How can we overcome some of these obstacles?

Discuss

Their ideas

Ask

the group to identify one thing they can do as a group to make hand washing more effective in the operation.

Write down their ideas in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

October Week # 2: When do We Wash our Hand

FOCUS! Weekly Session Guide

This Month Frequent Hand Washing

WEEK # 3 **FOCUS!** TIPS*: Proper Hand Washing Techniques

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Ask

What does proper hand washing do?

Expect answers like

It removes oils that hold the bacteria and soil from your hands with soap and scrubbing.

Ask

What are the 6 steps to proper hand washing?

Expect answers like

1. Wet hands with warm running water.
2. Apply soap.
3. Vigorously scrub hands and arms for at least 20 seconds.
4. Clean under fingernails and between fingers.
5. Rinse thoroughly under warm running water.
6. Dry hands with a single use paper towel or warm-air hand dryer.

Ask

Someone to demonstrate the proper method to wash hands.

Ask

Group to evaluate the steps they followed and suggest ideas for improvement.

Expect answers like

Doing nails, more soap, more time, proper drying.

Form

Teams of two and have them wash their hands and watch and evaluate each other's hand washing techniques.

Ask

What prevents us from properly washing our hands now?

Expect answers like

No time, sink is too far away, no soap or towels.

Discuss

Their comments.

Ask

The group to identify one thing they can do as a group to overcome these obstacles in the operation.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

October Week # 3: Proper Hand Washing Techniques

FOCUS! Weekly Session Guide

This Month Frequent Hand Washing

WEEK # 4 **FOCUS!** TIPS*: Tools for Proper Hand Washing

Manager instructions:

IN ADVANCE

Ask a volunteer, just before the focus session, to lightly coat their hands in oil and then sprinkle with ground cinnamon. (this will simulate bacteria)

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Ask

What tools do you need to properly wash your hands and properly remove most bacteria?

Expect responses such as

Nail brush, soap, towels, time, and warm water.

Ask

The volunteer to demonstrate washing with no soap, then with cold water, then with no brush (if available) then for only 5 seconds.

Ask

What was the effect of not using some of the tools we need.

Expect responses such as

Poor hand washing, not removing the bacteria, spotty cleaning, and dirt under nails.

Ask

Volunteer to demonstrate the correct way to wash hands using all the tools.

Discuss

How the correct method removed all the bacteria. And ask why.

Expect answers like

Doing nails, more soap, more time, proper drying.

Discuss

Their concerns about using nail brushes. Remind them that just like washing hands with soap and warm water removes bacteria from their hands, the bacteria is also removed from the brush. Allowing brushes to sit and air dry with the bristles up stops bacterial growth because there is no moisture.

Ask

The group to identify one thing they can do as a group to use the tools to make hand washing more effective in the operation.

Write down their ideas in this space.

Today's date: _____ Manager's initials: _____

***TIPS:** To Insure Proper Safety (of food)

October Week # 4: Tools for Proper Hand Washing

FOCUS! Weekly Session Guide

This Month Avoid Bare Hand Touching of Ready-to-Eat Foods

WEEK # 1 **FOCUS!** TIPS*: Use Gloves Properly

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

As a team, hang the new **FOCUS!** poster for the month.

Describe

That ready-to-eat foods, (RTE) are items that you serve to the customer that receive no further cooking. For example, sliced meats and cheeses, fresh fruit and vegetables served raw, condiments, cold salads, packaged foods like crackers, cookies, sandwiches and beverages like milk. Food we fully prepare and transport to off-site locations is also considered ready-to-eat.

Explain

Except when washing fruits and vegetables, or when otherwise approved, food employees may not contact exposed, ready to eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, gloves, or dispensing equipment.

Review

How you expect staff to use gloves in your school system. *(See your supervisor for this information)*

Demonstrate

How to put a glove on improperly. Ask them to tell you how to correctly put on a glove

Expect ideas such as

Wash hands first, do not blow into glove to put hand in, use the proper fit glove, change gloves when they are old, torn, or changing to another work task.

Tell them

Gloves are just another barrier designed to protect foods from contamination.

Ask

What they think the customers think about glove use in a food service operation?

Discuss their answers and tell them

- That national studies show that when patrons observe glove use in a restaurant they have a strongly favorable perception about the restaurant and believe that the establishment: 1) is trying very hard to be sanitary and cares about me (85%); 2) cares a lot about the food they serve (67%); 3) is trying very hard to make a positive impression on me (63%).
- In another national survey conducted each year regarding food safety, eight out of ten consumers rated food safety as "very important" second only to drinking water quality and equal to crime prevention.

Discuss

Their comments and **Ask** the group to identify one thing they can do as a group to make proper glove use more effective in the operation.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

November Week # 1: Use Gloves Properly

FOCUS! Weekly Session Guide

This Month  Avoid Bare Hand Touching of Ready-to-Eat Foods

WEEK # 2 **FOCUS!** TIPS*: Use Proper Utensils

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Ask

What type of utensils do we use to keep from touching RTE foods?

Expect responses like

Tongs, spoodles, ladles, spoons, spatula, plastic wrap, scoopers, gloves, and disposable utensils.

Tell

All these items need to be kept clean and sanitized since they touch food. We can accomplish this by washing in dishwasher or a three-compartment sink, by using only once, or by swabbing with sanitizing solution like bleach water or commercial sanitizer (LIST THE TYPE YOU USE IN YOUR SCHOOL SYSTEM).

Ask

How do we keep these items clean and safe?

Expect responses like

Store serving utensils in the food with the handle sticking out, Place utensils on a clean and sanitized surface.

Use utensils with long handles, use separate utensils for each food item, hold utensils by the handles, Use plastic scoops to serve ice, and do not stack items that may contaminate the food contact surface.

Ask

Why do you think it is important to use proper utensils?

Expect responses like

It minimizes contamination and cross contamination.

Ask

The group to identify one thing they can do as a group to use proper utensils in the operation.

Write down their solutions in this space.

For Next Week:

Ask them to look at how RTE foods are handled in other food service operations

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

November Week # 2: Use Proper Utensils

FOCUS! Weekly Session Guide

This Month  **Avoid Bare Hand Touching of Ready-to-Eat Foods**

WEEK # 3 **FOCUS!** TIPS*: **Keep Self-Serve Foods Safe**

Manager instructions: Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

- Bacteria can be added to foods during service, especially in self-service areas.
- We need to create barriers that protect the customers from themselves.
- We need to be observant and monitor the self-service line for intentional and unintentional contamination of food by the customer.

Ask

What are some ways employees can contaminate the food on the line?

Expect answers such as

- Short handled tongs or serving utensils. Unclean uniforms or no gloves/ hair restraints.
- Not clean or sanitized serving lines or service containers like bowls or steam table pans.

Ask

What are some ways our customers can contaminate the food during self-service?

Expect answers such as

- Using the same plate, tray or utensil twice. Licking food off their fingers when serving.
- Touching, sneezing, coughing or putting things in food.

Tell them

We can prevent this contamination by following these very simple guidelines:

- Post signs on self-service lines to encourage customers to keep their food safe.
(A great sign is available in Appendix 2 in Serving It Safe, second edition)
- Observe customer behavior and remove food that has become contaminated.
- Package food to prevent contamination: serve sealed packages of crackers, fruit, condiments & sandwiches.
- Set up the line for the safety and convenience of the customer. Put plates, then unpackaged foods, then packaged foods, then utensils.

Ask: Where else do we have self-service?

Expect answers such as

Beverage area, condiments, serving lines, carts in cafeteria.

Ask

How can we apply these ideas to all areas where we have self-service?

Discuss

Any solutions they have to keep food safe during self-service.

Write their solutions in this space.

Discuss: what they observed when they watched how RTE foods are handled in other food service operations

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

November Week # 3: Keep Self-Serve Foods Safe

FOCUS! Weekly Session Guide

This Month  Avoid Bare Hand Touching of Ready-to-Eat Foods

WEEK # 4 **FOCUS!** TIPS*: Safely Transport and Receive Food Off-Site

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

- Food that is transported to or received from a central kitchen and will receive little or no further cooking is considered Ready to Eat(RTE).
- Special care must be taken to ensure that this food is safe when it leaves the central kitchen and **STILL** safe when it is served.
- We must follow state and local and departmental; requirements when packaging and shipping this food. (Describe your school systems' standard procedures for sending food off-site)

Ask

What are some ways we can keep the food safe during transport?

Expect answers such as

- Use only food carriers approved by the NSFI, National Sanitation Foundation International, for transporting food.
- Clean and sanitize food carriers daily.
- Make sure the insulating properties in carriers are adequate to maintain safe food temperatures.
- Use transport vehicles designed to keep hot food above 140° F and cold foods below 41°F . (follow your local sanitation regulations)

Tell them

- Food containers create a barrier to contamination.
- They should have tightly closing and sealing lids to retain cold and heat.
- They should be pre-warmed or cooled before the food is placed in them for transport.

Ask

How can we keep our food safer during transport or on receipt to kitchens?

Discuss

Any other ideas they may have.

Write their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

November Week # 4: Safely Transport and Receive Food Off-Site

FOCUS! Weekly Session Guide

This Month Follow All Temperature Requirements

SPECIAL NOTE: This month is focused on temperature control. Be sure you know the requirements of your school system and refer to local health department regulations throughout the FOCUS! training.

WEEK # 1 **FOCUS!** TIPS*: Check it In!

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting. As a team, hang the new **FOCUS!** poster.

Tell them

- If potentially hazardous foods (high protein or carbohydrate, moisture, low acid foods) are left in the food temperature danger zone (TDZ), (41°-140°F) for any length of time harmful bacteria can grow and cause our customer to become ill.
- Food that is left in the TDZ for longer than four hours must be discarded. We must remember that the four-hour countdown starts when we receive the foods. And the time adds up. It is cumulative!

Ask

How can we prevent food from being in the TDZ when we receive it?

Expect answers such as

- Check the internal temperature of all foods when they are received with a thermometer.
- Inspect all food for temperature abuse, like thawing and refreezing or change in quality due to temperature abuse.
- Look at the packaging for signs of temperature abuse (i.e. wet cardboard or washed off labels).
- Plan for deliveries by making space in the refrigerators or freezers before the delivery arrives.
- Make sure the truck is clean and maintained at the proper temperature.
- Receive all refrigerated foods at 41° F or below (refer to local health department regulations).

Tell them

- Check expiration dates on fresh food items.
- Open milk cartons and take temperature.
- For liquid items in plastic bags, fold them over and place the thermometer between the product to take temperature.
- Frozen items should be rock hard with no signs of refrozen ice on the outside.
- Have thermometers readily available where you receive your foods.
- Store foods immediately. Even 5 minutes at 85° F can cause bacterial growth.

Ask

How can we reduce the potential for food temperature abuse during the receiving process?

Discuss

Any other ideas they may have.

Write their solutions in this space

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

December Week # 1: Check it In!

FOCUS! Weekly Session Guide

This Month Follow All Temperature Requirements

WEEK # 2 **FOCUS!** TIPS*: Keep it Cold/Hot in Storage

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

- Food stored in our operations must be kept cold or hot to reduce growth of harmful microorganisms.
- We use refrigerators, freezers, ovens, steamers, hot boxes, steam tables and many other pieces of equipment to maintain food at the proper temperature.
- We must monitor temperature of food often. Usually by using a thermometer inserted directly into the food.

Demonstrate

How to correctly use a thermometer on several types of food you cook and serve in your kitchen.

Tell them

- Store foods based on their usage. If an item is used quickly, store in the warmer, front, of the walk in and visa-versa. Foods that are highly perishable like milk or fresh luncheon meats should be kept in the coldest part of the refrigerator.
- Arrange food in a refrigerator to allow for maximum circulation of air. Open slotted shelving should never be covered with foil. If you store things on sheet pans, allow a little bit of space between pans for airflow.
- Whenever practical, we should label and date all refrigerated foods.
- Store foods in clean, non-absorbent, covered containers to keep the temperatures safe.
- Cool food quickly by putting it in an ice water bath, putting it in shallow pans, or dividing it into batches.
- Thaw food correctly under refrigeration, or as part of the cooking process if it is served immediately.

Ask

How we keep food out of the danger zone of 41°-140° F during storage and holding?

Expect answers such as

- Cook/store in small batches. Pull out only what you can prepare in 30 minutes or less.
- Keep food covered. Keep cooler door closed as much as possible.
- Pre-chill ingredients like mayonnaise and tuna for a salad.

Discuss

Any other ideas they may have to keep our food at a safe temperature during storage.

Write their solutions in this space.

For Next Week

Ask the team to look for creative ideas to keep food hot during service.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

December Week # 2: Keep it Cold/Hot in Storage

FOCUS! Weekly Session Guide

This Month Follow All Temperature Requirements

WEEK # 3 **FOCUS!** TIPS*: Cook and Serve at Safe Temperatures

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

- One of the main reasons for cooking food is to kill the bacteria that may be in the food. Scientists have determined specific temperatures required to destroy specific types of bacteria. Chicken must be cooked to 165° F and hot food must be held at 140° F to keep bacteria from growing.
- You must follow the temperature requirements set by the school system Food and Nutrition office. .

Refer to

To any posters, stickers, signs or written policies you have on cooking requirements for your school system.

Ask

What are some ways we cook and serve our food to meet the minimum internal temperatures requirements?

Expect answers such as

- Cook in batches. Follow directions on the product label. Take temperatures often.
- Do not overload cooking equipment such as too many fries in a fryer or chicken patties in an oven.
- Pre-heat ovens, steam tables, hot boxes, and steamers before cooking large amounts of food.
- Keep food covered during cooking. Stir foods often to insure even heat distribution.
- Pre chill salads and other cold food prior to placing them on the line.
- Use icepacks to keep food cold on the service line. Never mix new product in with old product.
- Place foods in direct contact with the heating or cooling elements on the service line (via ice or water).

Ask

How can food temperature be maintained during service?

Expect answers such as

Cover food Bring out in small batches Use heat lamps Do not stir too often

Discuss

Any other ideas they may have to keep our food safe during service.

Write their solutions in this space.

Discuss from Last Week

What types of creative ideas they saw to keep food hot during service.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

December Week # 3: Cook and Serve at Safe Temperatures

FOCUS! Weekly Session Guide

This Month Follow All Temperature Requirements

WEEK # 4 **FOCUS!** TIPS*: Using Thermometers Properly

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

- The temperature of food, cooling, cooking and service equipment is critical for providing safe food to our customers. However, the most critical factor is the internal temperature of the food itself.
- Taking temperatures is sometimes time consuming. But it takes less time to find out that food is an improper temperature and correct it *than* it takes to defend yourself in court against a lawsuit for illness or death.

Ask

How do we take temperatures safely and correctly?

Expect answers such as

- Wash and sanitize the thermometer before use. Insert the probe into the thickest part of the food.
- Open milk cartons to take milk temperature. Take the temperature in several places in the food.
- Insert thermometer into the side of the hamburger or thin food to allow the full sensing area to be covered.
- Stir the contents of a pot or steamtable pan and check temperature in the center.
- Keep thermometers calibrated so you get accurate temperatures. Keep a temperature log.
- Calibrate our thermometers.

Discuss

Has anyone has every calibrated a thermometer? How often should we calibrate a thermometer?

Tell them

We should calibrate a thermometer when:

- It is dropped Used for extreme temperatures If it just looks wrong
- When we first buy it. Periodically just to keep it accurate.

Demonstrate

how to calibrate a thermometer using an ice water bath.

Submerge the thermometer in an ice water bath that is all ice and just enough water to fill the container. Let the needle stop. Take a wrench or pliers and hold the nut. Grasp the edge of the dial and turn it till the needle points to 32° F. More information is available on this process from the ServSafe and Serving it Safe textbooks or your supervisor.

Ask

Them to get into teams of two and practice calibrating all the kitchen's thermometers.

Ask

How can we keep our thermometers calibrated on a regular basis?

Write their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

December Week # 4: Using Thermometers Properly

FOCUS! Manager Manual

WELCOME BACK to *focus!* on Food Safety

You have done an outstanding job in fitting *focus!* into your busy schedule. We have heard about some great ideas and hope you have been inspired to implement some of the best practices you have learned from your staff. This spring we continue the program with additional topics listed below. If you have specific concerns or ideas for this training program please let your supervisor know. Just to remind you the *focus!* program is intended to support basic food safety skills and behaviors in your kitchen by focusing on seven best practices. By concentrating on food safety for ten minutes each week, you will help to assure your staff handles food safely at all times.

focus! will:

Remind your team of the importance of handling food in a consistently safe manner.

Reinforce the importance of the many different procedures that must be followed to keep food safe.

Recognize your success in providing safe food in your school nutrition program.

Your Role

Your role is to facilitate a ten-minute *focus!* session with your staff each week on specific food safety **TIPS*** related to one of seven **best practices**.

The next five months will be spent focusing on the four **best practices** and a wrap up month. The manager's leader's guide provides a script to stimulate discussion on how best implement the TIPS in your operation.

January: → Separate		February: → Clean & Sanitize	
Week 1: Separate Foods During Storage		Week 1: Clean Frequently	
Week 2: Separate Foods During Prep & Service		Week 2: Sanitize Often	
Week 3: Separate Cleaning/Sanitizing Towels		Week 3: Use Correct Sanitizing Solutions	
Week 4: Separate Chemicals From Foods		Week 4: Maintain a Cleaning Schedule	
March: → Organization Focus		April: → Monitor	
Week 1: Observe Good Personal Hygiene		Week 1: Self Inspect your Operation	
Week 2: Avoid Cross Contamination In The Facility		Week 2: Perform a Self inspection	
Week 3: Batch Cook for Safety		Week 3: Work with the Local Health Department	
Week 4: Work as a School Team		Week 4: Plan for Food Safety	
May: → Wrap up Month			
Week 1: Why We Wash our Deadly Hands			
Week 2: Cook and Serve at Safe Temperatures			
Week 3: Sanitize Often			
Week 4: Work as a School Team			

Manager's Manual: TEAR OFF AND SAVE

TIPS: To insure proper safety (of food)

FOCUS! Weekly Session Guide

This Month Separate

WEEK # 1 **FOCUS!** TIPS*: Separate Food During Storage.

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Food becomes unsafe due to several factors

- Poor personal hygiene
- Time and temperature abuse
- Cross contamination (when harmful microorganisms transfer from one surface or food to another).

This month we will focus on cross contamination. Common factors that lead to cross contamination are:

- Adding new food to food that will receive no further cooking (i.e. mayonnaise to tuna fish)
- Allowing raw food to touch or drip on food that are ready to eat (i.e. raw turkey juices drip onto lettuce in the walk in refrigerator)

Ask

Can they think of any other chances for cross contamination during storage?

Discuss

Their responses and ideas.

Tell them

To avoid cross contamination during storage we

- Always store food that will receive little or no further cooking above raw, potentially contaminated foods.

Ask

How do we do this in our operations?

Expect answers such as

- Store raw ground beef or poultry on the bottom shelf.
- Store all raw fruits and vegetable on the upper shelves.
- Store leftovers or prepared foods on the upper shelves.
- Place pans under foods that may drip and contaminate other foods or surfaces.

Ask

The group to identify one thing they can do as a group to avoid cross contamination during storage.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

January week # 1: Separate Food during Storage

FOCUS! Weekly Session Guide

This Month Separate

WEEK # 2 **FOCUS!** TIPS*: Separate Foods during Prep and Service

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Food can also become contaminated during food preparation. The tools and equipment used during preparation can become contaminated by a food and then contaminate when they come in contact with another food. For example, using a cutting board to break down a raw turkey breast and the juices drip on the countertop, touch the knife or the cutting board. When same work surface or utensil is used to cut a raw tomato or lettuce for a sub, the Sub will be contaminated

If you stir a pot of raw meat for tacos and use the same spoon to mix a tuna salad, or rest it on the countertop contamination can occur.

Ask

Can they think of any other chances for cross contamination during preparation and service?

Discuss

Their responses and ideas.

Tell them

We avoid this by separating our tools/utensils and work surfaces for raw from cooked or already prepared foods (Ready To Eat, RTE, are raw or convenience items that will receive little or no further cooking prior to service).

- If you handle raw meats, consider using and labeling one cutting board for that purpose only. You can even color code boards into RED for raw meats/poultry and GREEN for RTE foods.
- Use specific utensils and containers for each type of food prep (for raw meats/poultry and ready to eat foods).
- Prepare raw meat and poultry away from cooked and ready to eat foods, i.e. sliced meats and cheeses, fruits and vegetable and convenience items that will receive little or no further cooking).
- Designate one specific place for preparing ready to eat foods.
- Do not mix cooking utensils with service utensils (even thermometers).

Ask

How else can we avoid cross contamination during preparation and service?

Discuss

Their responses and ideas.

Ask

The group to identify one thing they can do as a group to avoid cross contamination during prep & service.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

January Week # 2: Separate Foods during Prep/Service

FOCUS! Weekly Session Guide

This Month Separate

WEEK # 3 **FOCUS!** TIPS*: Separate Cleaning /Sanitizing towels

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's procedures for cleaning and sanitizing and manufacturer's recommendations.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

The cleaning and sanitizing cloths we use can contaminate the tools and equipment used during preparation. A cleaning "rag" is a magnet for contamination. It is used to clean a variety of work surfaces; to pick up pots, and wipe up spills. Cleaning cloths that are not cleaned and sanitized before being used on other food contact surfaces will spread disease just like unwashed hands.

Ask

How do we use our cleaning cloths in our operation that might spread harmful microorganisms?

Discuss

Their responses and ideas.

Tell them

We avoid this by washing and sanitizing cleaning clothes before each use at all times and we should:

- Use separate pails/buckets for cleaning and sanitizing cloths (color code if possible).
- Clean and sanitize all cloths frequently based on time and frequency of use.
- Store cleaning cloths used for a food contact surface in a labeled bucket of cleaning solution.
- Store sanitizing cloths in a labeled bucket of sanitizing solution (check solution strength regularly).
- Cloth towels used for wiping spills should not be used for anything else.
- If possible color code cleaning & sanitizing cloths (i.e., all white for sanitize/ colored cloths for cleaning).

Ask

How else can we avoid cross contamination using cleaning and sanitizing cloths?

Discuss

Their responses and ideas.

Ask

The group to identify one thing they can do as a group to keep cleaning and sanitizing cloths separate.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

January Week # 3: Separate Cleaning /Sanitizing towels

FOCUS! Weekly Session Guide

This Month Separate

WEEK # 4 **FOCUS!** TIPS*: Separate Chemicals from Foods.

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Another way food can become contaminated is from chemicals. If improperly stored, the chemicals we use to clean and sanitize can contaminate. Chemicals such as soap, bleach, detergent cleansers, degreasers, if used improperly can cause illness. Next month we will discuss how to use them, right now let's focus on how to properly store them.

Ask

Where and how do we store these chemicals? (**GO TO** the chemical storage area(s) and look at the chemicals you use).

ASK

How could these chemicals get into our foods?

Expect answers such as

- Improper labeling
- Store in wrong container
- Spill
- Add too much

Tell them

We avoid this by storing chemicals in a separate area away from the food, preferable in a locked cabinet. Also we should:

- Store chemicals only in original labeled containers
- Never use or store chemicals in an old food containers.
- Label all spray bottles used for chemicals.
- Always follow manufacturer's directions when using chemicals.
- Be familiar with the label cautions associated with specific chemicals
- NEVER mix chemicals.

Ask

How else can we avoid contaminating foods from chemicals in storage?

Discuss

Their responses and ideas.

Ask

The group to identify one thing they can do as a group to avoid contamination with chemicals. Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

January Week # 4: Separate Chemicals from Foods.

FOCUS! Weekly Session Guide

This Month Clean & Sanitize

WEEK # 1 **FOCUS!** TIPS*: Clean Frequently

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's procedures for cleaning and sanitizing and manufacturer's recommendations.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

It is common sense that a food service facility must be cleaned and sanitized frequently. Proper cleaning involves the removal of food and other soil from a surface. Sanitizing is the process of reducing the number of harmful microorganisms to a safe level. All surfaces must be cleaned. In addition food contact surfaces, any surface that will or may come in contact with food, must be cleaned and sanitized. This first week we will concentrate on cleaning. Effective cleaning uses three things:

1. Hot water, to loosen grease and cooked food particles,
2. A chemical agent such as detergents, for general purpose cleaning; acid cleaners, like deliming a dishwasher; degreasers, like a grease remover for cook tops; and abrasives to remove hard/crusted foods.
3. Scrubbing and Time are required as well. We scrub with brushes and pads and for long enough time to effectively get the surfaces clean. ALL THREE ARE NEEDED to effectively get the surfaces clean.

Ask

What is the most difficult item to clean in our kitchen? How do we do it effectively?

Discuss

Their responses and how they use all three things are used to effectively clean that difficult item.

Tell them

We must clean all surfaces on a regular basis and protect them from becoming dirty before their next use by covering them. We must use chemicals and cleaners in a proper manner.

DEMONSTRATE how to read a label on one of your cleaning products and answer questions.

SHOW them a Material Safety Data Sheet MSDS:

SHOW them the proper safety equipment to be used with the chemical you demonstrate. I.e. gloves, brushes, sprayer, towels.

DISCUSS how long a chemical should be left on a surface to insure it works properly.

Ask

How else can we insure we are using chemicals to clean correctly in our facility?

Discuss

Their responses and ideas.

Ask

Them to identify one thing they can do as a group to use cleaning chemicals correctly.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

February Week # 1: Clean Frequently

FOCUS! Weekly Session Guide

This Month Clean & Sanitize

WEEK # 2 **FOCUS!** TIPS*: Sanitize Often

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's procedures for cleaning and sanitizing and manufacturer's recommendations.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Sanitizing is the process of reducing the number of microorganisms on a CLEAN surface to a safe level.

The four-step process of sanitizing is to:

Wash: Remove all soil and dirt.

Rinse: Rinse away soil and detergent from cleaning.

Sanitize: Apply a sanitizing solution in the correct strength and for the right amount of time to destroy the microorganisms.

Air Dry: Allow the sanitizing agent to dry and be safe to contact food.

Common ways to sanitize are to use:

A three-compartment sink (for plates, utensils, pots and pans)

A commercial dishwasher (for larger pots and pans and utensils)

Spray or swab on in-place, as it sits in the kitchen, (for larger pieces or equipment and work surfaces)

DEMONSTRATE, or have a volunteer demonstrate your school system's sanitizing method by:

- Showing the sanitizing solution
- Reading the manufacturers directions
- Showing how to sanitize a piece of equipment or work surface by spraying or swabbing.
- Show how to correctly set up a 3-compartment sink using bleach (if this is what your school uses)
(Be sure to focus on temperature of the water)

NEXT WEEK WE WILL COVER SANITIZING
SOLUTION STRENGTHS (be sure to mention it today)

1 st sink HOT	2 nd sink HOT	3 rd sink cool (75°-115°F)
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Ask

How do we use our sanitizing solutions in our operation now?

Discuss

Their responses and ideas.

Ask

Them to identify one thing they can do as a group to better sanitize our food contact surfaces now.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

February Week # 2: <u>Sanitize Often.</u>
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FOCUS! Weekly Session Guide

This Month Clean & Sanitize

WEEK # 3 **FOCUS!** TIPS*: Use Correct Sanitizing Solutions

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's procedures for cleaning and sanitizing and manufacturer's recommendations.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Sanitizers are chemicals that kill living microorganisms. When properly used they are safe for humans. However, when improperly used they can injury people, damage equipment and contaminate your food and food contact surfaces. To avoid this we must:

- Use sanitizers at the correct strength or concentration.
- Use a clean cloth when wiping the sanitizer on food contact surfaces.
- Always use sanitizers at the correct temperature and for the correct amount of time.

Ask

Some questions based on using a bleach sanitizer

(if you use another sanitizer rephrase the questions based on your sanitizing agent.

Q: How do we get the correct concentration of sanitizer in our 3-compartment sink?

A: Test it with test strips...fill the sink with a specific amount of water i.e., 16 gallons and add the recommended amount of bleach from the chart. 16 gallons of water and 2 oz. (¼ cup) bleach would provide 50ppm, the minimum recommended concentration for a 3-compartment sink. (FOLLOW LOCAL REGULATIONS!)

Hint: Put a mark on the inside of the sink that shows the fill line for 16 gallons.

Q: How long should the item to be sanitized stay in the sanitizing solution to be sure it is sanitized?

A: 7 seconds (Happy Birthday *really fast*)

Q: What temperature should the sanitizing solution be?

A: Luke Warm to Cool (75°-115°F)

Q: What concentration should the bleach sanitizing solution be?

A: 50ppm, parts per million, is the minimum recommended concentration for a 3 compartment sink. (BE SURE TO FOLLOW LOCAL REGULATIONS)

Ask

Them to identify one thing they can do as a group to keep our sanitizing solution effective.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS:** To Insure Proper Safety (of food)

February Week # 3: Use Correct Sanitizing Solutions.

Chlorine Sanitizing Solution for Equipment, Food Contact Surfaces and Utensils

Rule-of-thumb mixtures for chlorine sanitizing solutions

50ppm Solution for Immersion: 1 Tablespoon (½ fluid ounce)

5% chlorine commercial bleach mixed with four gallons of water. The solution should be in contact with the food contact surface to be sanitized for seven seconds at temperatures between 75°F and 115°F. Be aware that very hot water may prevent chlorine bleach from sanitizing.

DO NOT USE

⊗ Thickened bleach

⊗ Scented bleach

⊗ Bleach “wipes”

For sanitizing food contact surfaces

100ppm Solution:

2 Tablespoon (1 fluid ounce)
5% chlorine commercial bleach
mixed with four gallons of water.

200ppm Solution:

4 Tablespoon (4 fluid ounce)
5% chlorine commercial bleach
mixed with four gallons of water.

ALWAYS: test your solution frequently with a test kit.

Follow manufacturers' label directions for specific information on mixing, using, storing, and first aid.

How Much For My Sink?

Water	Bleach	Strength	For how long
8 gallons	1 oz (1/8 cup)	50 ppm	immersion 7 seconds
16 gallons	2 oz (1/4 cup)	50 ppm	immersion 7 seconds
24 gallons	3 oz	50 ppm	immersion 7 seconds
32 gallons	4 oz (1/2 cup)	50 ppm	immersion 7 seconds

Remember:

- 🔧 Mark your sink so you don't have to think!
- 🔧 Don't be a fool keep it cool! (Warm to Cool water (75°-115°F))
- 🔧 Don't let it rest give it a test! (at least 50 ppm)

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

February Week # 3: Sanitizing Solutions CHART.

FOCUS! Weekly Session Guide

This Month Clean & Sanitize

WEEK # 4 **FOCUS!** TIPS*: Maintain a Cleaning Schedule

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's procedures for cleaning and sanitizing and manufacturer's recommendations.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Cleaning is only achieved through constant and regular cleaning of all parts of an organization.

Ask

How do we clean things on a regular basis in our kitchen?

Discuss

Their responses and ideas.

Ask:

How often should we clean the items in this kitchen?

Ask them to brainstorm and list all the items that need cleaning in the kitchen and write them all down.

Ask them to identify the items that should be cleaned DAILY and discuss.

Ask them to identify the items that should be cleaned WEEKLY and discuss.

Ask them to identify the items that should be cleaned MONTHLY and discuss.

Ask them to identify the items that should be cleaned YEARLY and discuss.

Ask

How well are we doing this now?

Ask:

The group to go on a scavenger hunt to find things that may need to be cleaned more often.

(This could be done on a separate day and you could keep a list for discussion)

Discuss

How we maintain a cleaning schedule to insure that everything is kept clean on a regular basis.

Ask

Them to identify one thing they can do as a group to keep the facility clean.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

February Week # 4: Maintain a Cleaning Schedule

FOCUS! Weekly Session Guide

This Month Organization-Wide Focus

WEEK # 1 **FOCUS!** TIPS*: Observe Good Personal Hygiene

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's standards for personal hygiene.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Did you know that almost one-half of all foodborne outbreaks are linked to poor personal hygiene? Yes, we all know the importance of washing our hands, but other aspects of personal hygiene can contribute to foodborne illness.

Ask

What other personal hygiene practices in our operation might minimize the spread harmful microorganisms?

Expect answers such as

- Clean uniform
- Safe footwear
- Be aware of our own health/illnesses
- Cover cuts with a bandage and gloves
- Avoid touching all parts of your body when handling food
- Eliminate jewelry, even watches
- Wear a hair restraint

Tell them

Yes, even straightening your hair or scratching an itch can contaminate food and lead to a foodborne illness. If you are sick **PLEASE TELL ME!** I may not send you home but I will not have you handling food directly for a few days. Especially if you are having symptoms of a gastrointestinal illness, (vomiting, diarrhea etc.) Tell me if you have close family members with these symptoms too! We love you and like to share everything but that!

To insure that we practice safe personal hygiene we all must:

- Wear a clean uniform daily.
- Remove our apron when leaving a food service area.
- Not eat or drink when we are preparing food.
- Not smoke when we are preparing food (it is also hazardous to your health!).
- Cover all skin infections, cuts, boils, scabs etc. with a bandage and gloves.
- Remove all jewelry, nail polish and artificial nails when preparing food.
- Keep fingernails cleaned and trimmed.
- Wear a hair restraint at all times. (Especially those cool **FOCUS!** hats!)

Ask

How else can we follow these habits at work?

Discuss

Their responses and ideas.

Ask

Them to identify one thing they can do as a group to promote good personal hygiene

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

March Week # 1: Observe Good Personal Hygiene

FOCUS! Weekly Session Guide

This Month Organization-Wide Focus

WEEK # 2 **FOCUS!** TIPS*: Avoid Cross Contamination In The Facility

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Even though we keep a clean operation and focus on food safety, there are some areas in our facility we do not control. These are usually the physical facilities like trash, bathrooms, floors, drains, vents, some equipment, and certain services. (ADD ANY ITEM OUT OF YOUR CONTROL SPECIFIC TO YOUR OPERATION!)

:

Ask

What types of things in our operation can impact food safety but we do not have direct control over?

Discuss and expect answers such as

- Ventilation
- Garbage removal
- Pest control
- Loading dock area

Tell them

We avoid cross contamination by working with the building and school system staff and managers to:

- Monitor and report conditions that lead to grease build-up in drains and ventilation.
- Look for signs of mold growth and spread on walls, floors, and drains.
- Have trashcans and food transportation equipment cleaned frequently.
- Monitor inside and outside of facility for signs of rodents and other pests.
- Have drain areas cleaned on a regular basis to remove slime and gunk.
- Keep loading dock area cleaned and power washed regularly (especially in warmer months).

Ask

How else can we avoid cross contamination from a facility area outside of our control?

Discuss

Their responses and ideas.

Ask

Them to identify one thing they can do as a group to keep these areas safe.

Write down their solutions in this space.

Consider:

Inviting a school custodian or maintenance person to this meeting to discuss how you can work together to keep the facility safe.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

March Week # 2: Avoid Cross Contamination In The Facility

FOCUS! Weekly Session Guide

This Month Organization-Wide Focus

WEEK # 3 **FOCUS!** TIPS*: Batch Cook for Safety

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

We all know the rule “When in Doubt-Throw it Out” as it applies to food safety. The rule should be more specific and be rewritten to say “If it’s Cooked – Get it Served”. Food safety and quality is effected by how long food is held before it is served and eaten. For the best quality product food should be served within 1 hour of when it is cooked. While that may be impractical when you are serving 3-400 lunches, it is a goal to aim for. We can accomplish this goal by preparing our food in small batches. Our food safety focus this week is to cook and serve food as quickly as possible. Remember food is safe as long at is held at the proper temperature. But the quicker we serve it the better is tastes!

Ask

How do we batch cook for safety?

Discuss and expect answers such as

- Cook in shallow pans
- Cook in ½ pans when possible
- Plan production based on forecasted customers
- Cook just what we need for 1 lunch period
- Look at what we used last time to forecast needs

Tell them

We avoid poor food quality and increase food safety by always:

- Defrosting just what we need for the day.
- Prep ingredients in advance and assemble/cook at the last minute.
- Cooking in batches large enough to serve just 1 lunch period.
- Follow label/recipe instructions for cooking. (if it says “cook frozen” we do not defrost it).
- Pre-chill ingredients and foods that will be held at room temperature.
- Keep accurate production records AND refer to them when preparing the same foods.
- Look at food available just prior to preparing for the last service time to avoid leftovers.

Ask

How else can we avoid poor food quality and increase food safety through batch cooking?

Discuss

Their responses and ideas.

Ask

Them to identify one thing they can do as a group to increase batch cooking.

Write down their solutions in this space.

Today’s date: _____ Manager’s initials: _____

***TIPS: To Insure Proper Safety (of food)**

March Week # 3: Batch Cook for Safety

FOCUS! Weekly Session Guide

This Month Organization-Wide Focus

WEEK # 4 **FOCUS!** TIPS*: Work as a School Team

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

We all remember how little we knew about food safety before coming to work in a commercial foodservice operation. We probably were unaware of the importance of hand washing, food temperature, cleaning and sanitizing our food contact surfaces. So that means that most of our customers and school team members are not aware of all these important food safety issues. To increase the food safety of our operations we need to educate and involve our customers in all aspects of food safety. Working with the school as a team will further increase the food safety in your school.

Ask

How can we teach others in the school about food safety?

Discuss

Their responses and ideas.

Tell them

We should take every opportunity to bring up food safety as a public health topic when interacting with the school team and customers. Some ideas for this are:

- Work with teachers to encourage student hand washing.
- Inform administrators of the importance of hand washing on limiting the spread of microorganisms and how that can impact attendance, nurse visits, student attentiveness, and tardiness.
- Work with building services to insure availability of hand soap and towels in restrooms.
- Invite the PTA to tour your facility and discuss the precautions you take to ensure the food is safe.
- Be a model for the community for safe food handling practices.
- Invite faculty and staff to attend a FOCUS session.
- Sponsor a hand washing week, contest, demonstration, marathon, or fundraiser at your school.
- Discuss with your supervisor what you need to make your school the best in food safety and what you can do to promote food safety in your school system.

Ask

Them to identify one thing they can do as a group to work as a school team to promote food safety.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

March Week # 4: Work as a School Team.

FOCUS! Weekly Session Guide

This Month Monitor Food Safety

WEEK # 1 **FOCUS!** TIPS*: Self Inspect your Operations

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Just like children need periodic grade reports, our facility needs to be graded. The best way to evaluate your food safety procedures is through a self-inspection. We can pretend we are the “health Inspector” and walk through our kitchen and look in every nook and cranny and poke and prod all the food and staff members to insure the food is safe. Your best method for an inspection is to follow the flow of the food. Start at the loading dock like you are a case of fresh chicken and look at every point you are handled, stored, cooked, served and saved as a leftover. The following two pages provide a sample inspection form.

Discuss

The inspection form and process and assign each person to perform an inspection (if you have a large number of employees then can work in teams) using this form between today and next week’s focus session. Tell them to spend no more than 30 minutes doing their inspection. They can spread the inspection out over several days. Next week’s Focus session will be to discuss their inspection results. Go through each area of the inspection form and discuss what best practices you can apply from the Focus program.

Tell them

Self-inspections give a different view of our day-to-day operations. We will see with a fresh set of eyes. It works even better when we go and inspect another manager’s kitchen. Almost like trading inspections. Be sure to conduct the inspect in a way to come up with areas for improvement and not just focus on what people may be doing wrong. Remember it is an opportunity to learn from each other.

Ask

If they have any questions on conducting an inspection

Ask

Them to identify one thing they can do as a group to make the inspections beneficial.

Write down their solutions in this space.

Today’s date: _____ Manager’s initials: _____

*TIPS: To Insure Proper Safety (of food)

April Week # 1: Self Inspect your Operations

FOCUS! Weekly Session Guide

This Month **Monitor Food Safety**

WEEK # 2 FOCUS! TIPS*: Conduct a Self inspection

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Ask

Each team member to make a brief report of several good things they saw and areas for improvement. Discuss way you as a team can overcome any challenges they may have identified in the inspections.

Discuss

The inspection form and process and their inspection results.

Tell them

Self inspections offer a view from outside and should be done on a regular basis.

Ask

If they have any questions on conducting an inspection

Ask

Them to identify one thing they can do as a group to make the inspections beneficial.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

April Week # 2: Conduct a Self Inspection

FOCUS! Weekly Session Guide



Hazard Analysis Critical Control Points

Manager Self-Inspection Checklist

Date _____ Observer _____

Use this checklist once a week to determine areas in your operation requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hands are washed thoroughly using proper hand-washing procedures at critical points.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hair restraint is worn.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Smoking is observed only in designated areas away from preparation, service, storage, and warewashing areas.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fingernails are short, unpolished, and clean	<input type="checkbox"/>	<input type="checkbox"/>	_____	Eating, drinking, or chewing gum are observed only in designated areas away from work areas	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jewelry is limited to watch, simple earrings, and plain ring	<input type="checkbox"/>	<input type="checkbox"/>	_____	Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hands are washed or gloves are changed at critical points.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Disposable tissues are used and disposed of when coughing/blowing nose.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Open sores, cuts, or splints and bandages on hands are completely covered while handling food	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50°F and 70°F	<input type="checkbox"/>	<input type="checkbox"/>	_____	There are no bulging or leaking canned goods in storage	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food and paper supplies are 6 to 8 inches off the floor	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food is labeled with name and delivery date	<input type="checkbox"/>	<input type="checkbox"/>	_____	All surfaces and floors are clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
The FIFO (First In, First Out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>	_____	Chemicals are stored away from food and other food-related supplies	<input type="checkbox"/>	<input type="checkbox"/>	_____

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
Food slicer is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	_____	All other pieces of equipment are clean to sight and touch — equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food slicer is sanitized between uses when used with potentially hazardous foods	<input type="checkbox"/>	<input type="checkbox"/>	_____	Exhaust hood and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	_____

Refrigerator, Freezer, and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometer is conspicuous and accurate.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Proper chilling procedures have been practiced.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Temperature is accurate for piece of equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____	All food is properly wrapped, labeled, and dated	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is stored 6 inches off floor in walk-ins.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	The FIFO (First In, First Out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>	_____
Unit is clean	<input type="checkbox"/>	<input type="checkbox"/>	_____				

d)

April Week # 2: Conduct a Self Inspection

FOCUS! Weekly Session Guide

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed under refrigeration or in cold running water.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food is handled with utensils, clean gloved hands, or clean hands.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is not allowed to be in the "temperature danger zone" for more than 4 hours.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Utensils are handled to avoid touching parts that will be in direct contact with food.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is tasted using proper method.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is not allowed to become cross-contaminated.....	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting boards, are sanitized between uses.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Thermometers are washed and sanitized between each use.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Small equipment and utensils are air dried.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Can opener is clean to sight and touch.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work surfaces are clean to sight and touch.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Drawers and racks are clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work surfaces are washed and sanitized between uses.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Unit is clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Temperature of food being held is above 140°F.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is heated to 165°F before placing in hot holding.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food is protected from contamination.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is used.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	If heat sanitizing, the utensils are allowed to remain immersed in 170°F water for 30 seconds.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Three-compartment sink is properly set up for warewashing (wash, rinse, sanitize).....	<input type="checkbox"/>	<input type="checkbox"/>	_____	If using chemical sanitizer, it is the proper dilution.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chlorine test kit or thermometer is used to check sanitizing rinse.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	The water is clean and free of grease and food particles.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
The water temperatures are accurate.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	The utensils are allowed to air dry.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
				Wiping cloths are stored in sanitizing solution while in use.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Loading dock and area around dumpster are clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Garbage cans are emptied as necessary.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Dumpster is closed.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boxes and containers are removed from site.....	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Screens are on open windows and doors and in good repair.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	No evidence of pests is present.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

This is a companion tool to "Serving It Safe" (USDA Publication FNS-295, Revised Fall 1999).
United States Department of Agriculture • Food and Nutrition Service

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April Week # 2: Conduct a Self Inspection

FOCUS! Weekly Session Guide

This Month Monitor Food Safety

WEEK # 3 **FOCUS!** TIPS*: Work with the Local Health Department

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's procedures for cleaning and sanitizing and manufacturer's recommendations.

Ask

Your staff to gather for brief five-minute **Focus!** Meeting

Tell them

How do you feel when you hear the words "health inspection". Most of us cringe, get nervous or run to the bathroom. Well one of the best things you can do as a foodservice worker is to partner with the health inspector. Inspectors have a completely different perspective on food production and give our operation the once over with a "fresh set of eyes". It is a great opportunity to find areas for improvement. But, it takes a real professional to take criticisms and still be upbeat and learn from the interaction. There are a few things we can do to benefit from our health inspections.

Ask

How do you think we can learn for our inspections and work more closely with the health inspectors?

Discuss

Their responses and ideas.

Expect answers such as

- Get to know them
- Be prepared with all documentation
- Walk around with them during the inspection.

Tell Them

Inspections are another opportunity to be educated and learn how to keep food safe. We can also benefit from an inspection by working with the inspector and:

- Keep temperature logs, HACCP plans, and training certificates readily available for the inspectors.
- Contact an inspector anytime you have a question about food safety problem and the best or required way to fix the problem
- Be cooperative and avoid getting defensive. Remember it is not a personal attack on you, but an all out attack on fighting bacteria. We may have overlooked the best practices for handling food. The inspector sees hundreds of operations every year and sees lots of good food handling procedures.
- If you have a problem with the inspector, bring it up the next day after you have had a chance to calm down and clearly think about how you can approach the situation
- Don't make excuses, Learn from your mistakes. Ask questions about how you can fix a problem.

Ask

Them to identify one thing they can do as a group to work with the health inspector

Write down their solutions in this space.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

April Week # 3: Work with the Local Health Department

FOCUS! Weekly Session Guide

This Month Monitor Food Safety

WEEK # 4 **FOCUS!** TIPS*: Plan for Food Safety

Manager instructions:

Design kitchen with adequate handsinks

Flow of food

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Food safety is best accomplished through good planning. Planning focuses on three areas: the facility; the food handling procedures; and the people. We have spent a lot of time talking about many things this year.

Discuss the following ideas and add a few of your own.

Facility: be sure you have plenty of hand sinks, cold storage, utensils, thermometers, separate cleaning and sanitizing areas, easy to clean work surfaces, cleaning schedules and food transporting equipment.

Ask: What else can we do in this area?

Food handling procedures: A HACCP plan, standard procedures for handling all potentially hazardous foods, posted food safety best practices for Preparation and cooking, cleaning and sanitizing and food holding, safe food temperature charts and storage guidelines

Ask: What else can we do in this area?

People: posted good personal hygiene practices, hand-washing guidelines, uniform standards, training requirements, gloves, bandages, and opportunities for professional development. Y

Ask: What else can we do in this area?

Discuss

With the group what we could do to be focused everyday on food safety?

Ask

Them to identify one thing they can do as a group to plan more for food safety.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

April Week # 4: Plan for Food Safety

FOCUS! Weekly Session Guide

This Month Focus Recap

WEEK # 1 **FOCUS!** TIPS*:

Why we Wash our Deadly Hands

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting. As a team, hang the new **FOCUS!** poster.

Tell them

- Bacteria are everywhere, especially on our hands.
- The normal healthy person carries harmful bacteria under their nails, in cuts, in skin crevices in cuts, and in scrapes on their hands.

Discuss

If anyone has a cut, scar, or scab on their hands. Compare cuts and war stories about cuts in food service jobs. Have the group estimate how many different things they touch during the day. Have a few guess. Then have someone count as you read off a list of things you touched today.

Tell them

- Hands of people who do not appear ill can easily transmit disease like Hepatitis A and Staph.
- The Center for Disease Control and Prevention, CDC, states that the number one way to reduce the incidence of food borne illnesses is to properly wash hands.
- Even if you are healthy, you may have bacteria on your hands that can cause your customers to become ill.
- Proper hand washing is the single most effective means to control food borne illness.

Ask

How can bacteria be spread from your hands to food?

Expect answers such as

When we touch food bacteria is transferred from our hands to the food.

Ask

How can we keep our hands from becoming contaminated in the first place?

Expect answers such as

- | | | |
|------------------------------------|-------------------------|-------------------------------|
| • keep our hands clean & smooth | Cover cuts so they heal | Use utensils with messy foods |
| • Wear gloves when using chemicals | Trim and smooth nails | Use nailbrushes regularly |

Discuss

Any other ideas they may have to keep our hands from becoming contaminated in our kitchen?

Write their solutions in this space.

Manager instructions:

This is a recap month of the top four *FOCUS!* sessions you did this year

On the following pages are four sessions for you to use or you may reuse any four from the year. Use this time to reflect back on the school year and talk about how you and your staff have changed how you behave when it comes to food safety. What is it that you are more aware of? How do you handle food differently? How has your **FOCUS!** changed?

Have fun this last month and remember this “program” is never over. We hope you have made it part of your life and personal commitment. We are very proud of the effort you took to complete the **FOCUS!** Program.

Keep up the good fight against Bacteria!

For Next Week

Ask the team to watch for examples of good/poor hand washing at places they go to eat and shop. cleaning and sanitizing cloths separate.

Today's date: _____ Manager's initials: _____

***TIPS: To Insure Proper Safety (of food)**

May Week # 1: Why we wash our Deadly Hands.

FOCUS! Weekly Session Guide

This Month Focus Recap

WEEK # 2 **FOCUS!** TIPS*: Cook and Serve at Safe Temperatures

Manager instructions:

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

- One of the main reasons for cooking food is to kill the bacteria that may be in the food. Scientists have determined specific temperatures required to destroy specify types of bacteria. Chicken must be cooked to 165° F and hot food must me held at 140° F to keep bacteria from growing.
- You must follow the temperature requirements set by the school system Food and Nutrition office. .

Refer to

To any posters, stickers, signs or written policies you have on cooking requirements for your school system.

Ask

What are some ways we cook and serve our food to meet the minimum internal temperatures requirements?

Expect answers such as

- Cook in batches. Follow directions on the product label. Take temperatures often.
- Do not overload cooking equipment such as too may fries in a fryer or chicken patties in an oven.
- Pre-heat ovens, steam tables, hot boxes, and steamers before cooking large amounts of food.
- Keep food covered during cooking. Stir foods often to insure even heat distribution.
- Pre chill salads and other cold food prior to placing them on the line.
- Use icepacks to keep food cold on the service line. Never mix new product in with old product.
- Place foods in direct contact with the heating or cooling elements on the service line (via ice or water).

Ask

How can food temperature be maintained during service?

Expect answers such as

Cover food Bring out in small batches Use heat lamps Do not stir too often

Discuss

Any other ideas they may have to keep our food safe during service.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

*TIPS: To Insure Proper Safety (of food)

May Week # 2: Cook and Serve at Safe Temperatures

FOCUS! Weekly Session Guide

This Month Focus Recap

WEEK # 3 **FOCUS!** TIPS*: Sanitize Often

Manager instructions:

BE SURE TO BE FAMILIAR with your school system's procedures for cleaning and sanitizing and manufacturer's recommendations.

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

Sanitizing is the process of reducing the number of microorganisms on a CLEAN surface to a safe level.

The four-step process of sanitizing is to:

Wash: Remove all soil and dirt.

Rinse: Rinse away soil and detergent from cleaning.

Sanitize: Apply a sanitizing solution in the correct strength and for the right amount of time to destroy the microorganisms.

Air Dry: Allow the sanitizing agent to dry and be safe to contact food.

Common ways to sanitize are to use:

A three-compartment sink (for plates, utensils, pots and pans)

A commercial dishwasher (for larger pots and pans and utensils)

Spray or swab on in-place, as it sits in the kitchen, (for larger pieces or equipment and work surfaces)

DEMONSTRATE, or have a volunteer demonstrate your school system's sanitizing method by:

- Showing the sanitizing solution
- Reading the manufacturers directions
- Showing how to sanitize a piece of equipment or work surface by spraying or swabbing.
- Show how to correctly set up a 3-compartment sink using bleach (if this is what your school uses)
(Be sure to focus on temperature of the water)

NEXT WEEK WE WILL COVER SANITIZING
SOLUTION STRENGTHS (be sure to mention it today)

1 st sink HOT	2 nd sink HOT	3 rd sink cool (75°-115°F)
-----------------------------	-----------------------------	--

Ask

How do we use our sanitizing solutions in our operation now?

Discuss

Their responses and ideas.

Ask

Them to identify one thing they can do as a group to better sanitize our food contact surfaces now.

Write down their solutions in this space.

Today's date: _____ Manager's initials: _____

***TIPS:** To Insure Proper Safety (of food)

May Week # 3: <u>Sanitize Often</u>
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FOCUS! Weekly Session Guide

This Month Focus Recap

WEEK # 4 **FOCUS!** TIPS*: Work as a School Team

Ask

Your staff to gather for a brief five-minute **FOCUS!** meeting.

Tell them

We all remember how little we knew about food safety before coming to work in a commercial foodservice operation. We probably were unaware of the importance of hand washing, food temperature, cleaning and sanitizing our food contact surfaces. So that means that most of our customers and school team members are not aware of all these important food safety issues. To increase the food safety of our operations we need to educate and involve our customers in all aspects of food safety. Working with the school as a team will further increase the food safety in your school.

Ask

How can we teach others in the school about food safety?

Discuss

Their responses and ideas.

Tell them

We should take every opportunity to bring up food safety as a public health topic when interacting with the school team and customers. Some ideas for this are:

- Work with teachers to encourage student hand washing.
- Inform administrators of the importance of hand washing on limiting the spread of microorganisms and how that can impact attendance, nurse visits, student attentiveness, and tardiness.
- Work with building services to insure availability of hand soap and towels in restrooms.
- Invite the PTA to tour your facility and discuss the precautions you take to ensure the food is safe.
- Be a model for the community for safe food handling practices.
- Invite faculty and staff to attend a FOCUS session.
- Sponsor a hand washing week, contest, demonstration, marathon, or fundraiser at your school.
- Discuss with your supervisor what you need to make your school the best in food safety and what you can do to promote food safety in your school system.

Ask

Them to identify one thing they can do as a group to work as a school team to promote food safety.

Write down their solutions in this space

Today's date: _____ Manager's initials: _____ *TIPS: To Insure Proper Safety (of food)

May Week # 4: Work as a School Team.

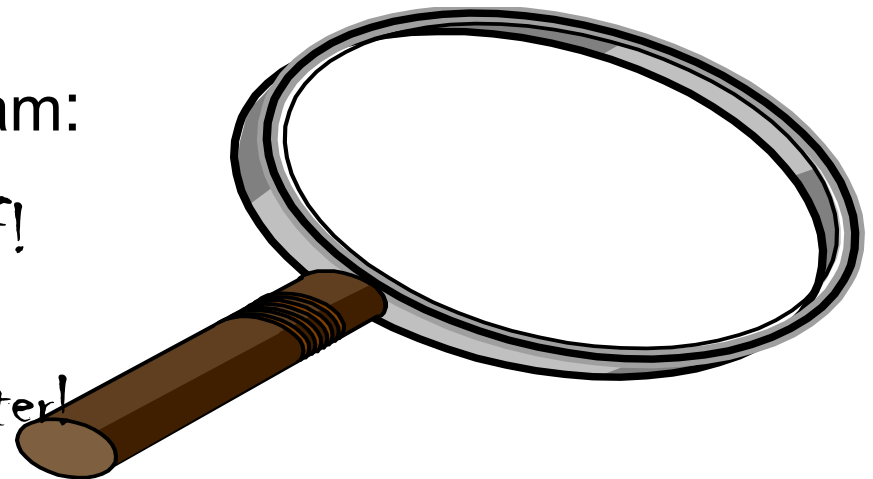
FOCUS! on Food Safety

I _____ have taken and successfully participated in an intensive nine-month training program on food safety.

I am so **FOCUSED! ON FOOD SAFETY** that I am:

(check all that apply)

- ☐ Quicker than a convection oven at 475°F!
- ☐ Hotter than oil on a hot cast iron skillet!
- ☐ Smarter than a digital infrared thermometer!
- ☐ Safer than a fireplace in a firehouse!
- ☐ Faster than a freight train rolling down a steep mountain!



_____ **Focus!** Manager

Furthermore, I understand the importance of food safety and pledge to:
Always look out for #1, my customer. To Protect, (from food borne illness) and
Serve (safe and nutritious foods) till retirement do we part. 2004-2005 SY